



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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MEMORANDUM

To: District Authorized Representatives
From: Karen B. Crogan, Data and Accountability Specialist
Date: September 15, 2010
Re: School Discipline Registered User Verification Report

I would like to begin by congratulating all districts for fully complying with the requirement to use the AIM student state ID to identify perpetrators for each incident entered. That is making the task of reporting Montana's discipline data to the Department of Education much easier. Thank you.

Once again the OPI must issue a unique password for each user of the School Discipline application. The enclosed report lists the names of last year's registered users by school. Please look it over carefully and make any necessary corrections. Cross out the name(s) of those to be deleted from the system. Use the blank lines on the report to add new user information for the school(s) to which they are assigned.

When completed, return the report to the OPI so that the unique logins can be generated. This year, instead of mailing all passwords in the fall, the OPI will mail the individual users their passwords upon request. Please instruct your staff to contact Karen Crogan* to issue their user name and password when they are ready to begin data entry in the discipline application.

This year the application opens October 12, 2010 and will close June 30, 2011.

To summarize: **the district Authorized Representative must sign and return the form to me at the OPI by October 15, 2010** whether or not there are changes and regardless of when your login information is to be mailed. I will track the returns and contact districts who do not comply.

* To request registered user logins or to ask questions about your school discipline data entry, **contact** Karen Crogan at (406) 444-0685 or kcrogan@mt.gov.

Thank you.

Enclosure